



EMPLOYEE HANDBOOK

**CIVILIAN PERSONNEL
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**CIVILIAN
PERSONNEL
ADVISORY
CENTER**

BACKGROUND ON FORT LEONARD WOOD

Fort Leonard Wood and the U.S. Army Maneuver Support Center (MANSCEN) is the home of the U.S. Army Engineer, Military Police and Chemical Corps Schools, the Third Basic Combat Training Brigade, and Joint Training Detachments from the U.S. Marine Corps, Navy and Air Force. The installation is comprised of 63,000 acres of land, which is approximately 98 square miles adjacent to the Mark Twain National Forest. Named for Major General Leonard Wood, soldier, statesman, surgeon and winner of the Congressional Medal of Honor during the Indian Wars, Fort Leonard Wood was established as a basic training center in 1940 and has since introduced more than two million soldiers to the Army.

In March 1941, the Army's Engineer Replacement Training Center was organized under the command of General U.S. Grant III, and a short time thereafter, the first recruits arrived for training. During that spring and summer, the 6th Infantry Division from Fort Snelling, Minnesota, and the 72nd Field Artillery Battalion from Fort Knox, Kentucky, arrived and began training. Four other infantry divisions, the 8th, 70th, 75th, and 97th, trained at Fort Leonard Wood through 1944 and later gained fame in Europe and the Pacific.

In 1946, the atmosphere of Fort Leonard Wood changed. The post became a virtual ghost town of only 50 caretakers. Approximately five years later, Fort Leonard Wood was reopened as the United States moved to counter the threat of communism in the Republic of Korea. The 6th Armored Division was assigned to Fort Leonard Wood from September 1950 to October 1955. A turning point in the history of the post came on 21 March 1956 when the Secretary of the Army designated Fort Leonard Wood as a permanent installation.

Since Fort Leonard Wood was established in 1940, it has had one primary mission -- to train soldiers. Before the end of World War II, more than 320,000 men trained here. Today, Fort Leonard Wood leads the way in producing competent, well-trained leaders and service members.

In 1989, the Engineer School moved here, making Fort Leonard Wood the training center for Army Engineers. In 1994, the Engineer Center acquired the inter-service training mission for civil/construction engineers for all service. Now with the 1999 addition of the Chemical and Military Police Schools and the activation of MANSCEN, Fort Leonard Wood has grown to become one of the Army's premier training centers.

PREFACE

This handbook contains important information for all new and tenured federal employees. It is intended to serve as a general guide for policies relating to your job, but it does not provide complete information about every aspect of the subject. When changes occur, they will be sent to you via E-mail, mail, newsletter, general announcement or the supervisory chain. If you have any questions that are not answered in this handbook or if you need additional information, consult your supervisor, organization personnel coordinator, CPAC advisor, or web sites <http://cpol.army.mil> and <http://www.wood.army.mil/CPO/>. Click on Tools, then on PERMISS (Personnel Management Information and Support System) and choose the topic of interest to you.

Every effort has been made to ensure the information provided is accurate. Since the possibility of miscommunication always exists, confirm your understanding of the subject matter by referring to appropriate sources (e.g., your supervisor, organization personnel coordinator, CPAC advisor, or web sites).

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**CIVILIAN
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ADVISORY
CENTER**

PARTNERS IN SERVICE

Welcome to Fort Leonard Wood. It is a pleasure to have you on our team.

Employees are one of the installation's most valuable resources and customers. The main objective of the Civilian Personnel Advisory Center (CPAC) is to serve our customers. We strive to provide worthwhile and responsive products and services to assist our customers in achieving the Army's mission. Our objective is to exceed our customers' expectations through efficient operations; timely communications; flexible, easy-to-understand rules and professional guidance and assistance.

You are an integral part of this process. Your knowledge, skills, and abilities are important tools in our team concept. With your commitment to teamwork, service, cooperation, communication, and the aim to be in partnership with our managers, the CPAC will attain its goal of exceptional customer service. Your acceptance of your responsibilities and support of the policies and procedures in this handbook are important to your having a successful career as a Department of the Army employee.

Our ultimate success is derived from working together to provide service to our customers. Remember our customers are not an interruption of our work--they are the purpose of it.

**Director
Civilian Personnel Advisory Center**

"Army Civilian Human Resources Professionals Helping Leaders Meet the Mission"

YOUR OATH

"I do solemnly swear (or affirm) that ..."



Defending the Constitution

Our Common Bond

WELCOME TO THE ARMY TEAM! A TEAM MADE SPECIAL BY THE OATH YOU AND OTHERS TAKE TO SUPPORT AND DEFEND THE CONSTITUTION OF THE UNITED STATES. THOSE WHO TOOK THE OATH AND SERVED BEFORE YOU CONSISTENTLY DEMONSTRATED THE ARMY'S INDIVIDUAL VALUES OF COURAGE COMMITMENT, CANDOR AND COMPETENCE. THIS SECTION DESCRIBES THE LINK BETWEEN YOUR OATH AND THOSE VALUES AND VIVIDLY ILLUSTRATES THE CHALLENGE YOU ACCEPT WHEN YOU PLEDGE TO SUPPORT AND DEFEND THE CONSTITUTION OF THE UNITED STATES.

"I DO SOLEMNLY SWEAR (OR AFFIRM) THAT I WILL SUPPORT AND DEFEND THE CONSTITUTION OF THE UNITED STATES AGAINST ALL ENEMIES, FOREIGN AND DOMESTIC; THAT I WILL BEAR TRUE FAITH AND ALLEGIANCE TO THE SAME; THAT I TAKE THIS OBLIGATION FREELY, WITHOUT ANY MENTAL RESERVATION OR PURPOSE OF EVASION; AND THAT I WILL WELL AND FAITHFULLY DISCHARGE THE DUTIES OF THE OFFICE UPON WHICH I AM ABOUT TO ENTER, SO HELP ME GOD."

When taking the oath, you accept the same demands now that Americans soldiers and Army civilians have embodied since the Revolutionary War. The oath deals with values and ethics. The acceptance of and adherence to the individual values of courage, commitment, candor and competence will lead to successful and rewarding careers like those of the citizen soldiers who served in the early years.

Those citizen soldiers embodied another set of values including loyalty, duty, respect, selfless service, honesty, integrity, and personal courage. These attributes are collectively referred to as the Army ethic. By instilling these values within each soldier and Army civilian, we can strengthen the professional Army ethic.

The trust that the American people have in the Army depends upon our identifying with and adhering to these values. Values help define our character and provide guideposts for personal character development and moral reasoning. The Army is a values-based organization.

YOUR APPOINTMENT

Permanent Appointments in the Competitive Service

Most permanent appointments begin as career-conditional. Career-conditional employees attain career tenure after completing three years of substantially continuous creditable service. The first year of a career-conditional appointment is a probationary period that is used to determine the new employee's suitability as a Federal government employee.

Permanent Appointments in the Excepted Service

Some Federal employees begin their Federal careers in the excepted service. Appointments in the Excepted service are acquired either by virtue of the position held or by virtue of the legal authority used for appointment. For example, if you are a Veteran's Recruitment Authority (VRA) appointee or hired under Schedule A authority for employment of physically handicapped individuals, you are appointed to the excepted service for two years. After serving in the excepted service for the required two years, and with your supervisor's recommendation, you will be converted to the competitive service. An additional year of service is then required before you make career tenure.

Within the Department of the Army, certain positions such as Attorney-Advisors and Defense Civilian Intelligence Personnel Systems (DCIPS) positions are classified as excepted service. Persons employed in one of these positions are considered to be in the excepted service for the duration of their service. The first year of an excepted service appointment is a trial period that is used to determine the new employee's suitability as a Federal government employee.

Time-Limited Appointments

Temporary and TERM appointments are time-limited appointments and confer no status or competitive appointment eligibility. A temporary appointment is limited to one year or less. A TERM appointment is limited to 13 months or more, but not more than 4 years.

Temporary

Temporary employees may be terminated at any time with 7 days' written notice. As a temporary employee, you are not eligible for promotion. You earn annual leave if your appointment is over 90 days and you earn sick leave regardless of the length of the appointment. However, if you are on an intermittent work schedule, you do not earn either annual leave or sick leave. Temporary employees are not eligible for life insurance. Should your appointment be extended past one year, you will become eligible for health benefits.

Term

Term employees are required to serve a one-year trial period and may be terminated with a 30 days' written notice. As a TERM employee, you are eligible for promotion. You earn annual and sick leave and are eligible for both health and life insurance.

Official Personnel Files And Records

Soon after your appointment, you will receive a Notification of Personnel Action (NPA) that documents your appointment type and limitations, if any. Be sure to file it and all future NPAs that you receive with your important personnel papers. Copies of NPAs are also filed in your Official Personnel Folder (OPF) that is maintained by the Southwest CPOC at Fort Riley, Kansas.

Physical Examinations

An initial physical examination commensurate with the job may be required. Some occupations require periodic examinations for health surveillance. Medical documentation is required on any physical condition that limits your performance.

Identification Card

On the first day of employment, new employees are issued an application for a Civilian Access Card (an employee identification card) along with instructions to take the application to the ID Facility, located in Building 470. It is your responsibility to obtain and maintain a current Civilian Access Card.

Safety

Responsibility for safety is of prime importance, first to you and second to others. Reducing losses caused by accidental injury and property damage is in the best interest of everyone. An effective safety program depends on cooperation from all employees. It is your responsibility to take reasonable precautions to avoid accidents, which could injure yourself or other fellow employees. Compliance with safety regulations, prompt accident reporting, and timely corrective measures are essential precautions. The government provides safety shoes, safety glasses or other required safety devices for those in positions that require their use.

Security

Physical and information securities are the responsibility of each employee. Your organization security manager on internal security policies should brief you. Security issues include, but are not limited to, prevention of unauthorized access and minimizing loss or damage to equipment, facilities, materials, keys, government credit cards and documents due to sabotage, espionage, pilferage, theft, and other criminal or disruptive activities.

Each employee should avoid leaving items of value (for example, handbags, billfolds, radios, calculators, and other pilferable items) out in the open and unattended. When using a Government vehicle or POV for travel, ensure that vehicle is locked when unattended and all small, sensitive items are out of view. Report thefts, vandalism and other security violations to your organization security manager. Protect Government property as if it were your own!

Vehicle Safety/Registration

When driving on the installation, vehicle occupants must wear seat belts, including child restraints for children. Random checks are performed, and those who have been warned may be ticketed.

All vehicles entering and parking on Fort Leonard Wood should have appropriate decals affixed to the windshield. Employees may obtain their decals in Building 470, Room 2125. A vehicle registration form (obtained from the state License Bureau), license plate number and proof of insurance are required for registration. Unregistered vehicles entering Fort Leonard Wood must obtain a Visitor's Pass.

Smoking Policy

Smoking is permitted in authorized locations only. Smoking is NOT authorized in work areas, restrooms, hallways, stairwells, and equipment rooms. Smoking in unauthorized areas is a potential fire and safety hazard. Supervisors and employees are requested to assist in the management of this important program.

Change Of Address/Name

Notify your supervisor if you change your home address, telephone number, name, or the person to be notified in case of an emergency. If you change your name, it is necessary to make application with the Social Security Office for a new card. Your supervisor should submit a Request for Personnel Action (RPA), Standard Form 52, for a name change.

YOUR PAYCHECK

Salary and Wage Information

Payday is every other Thursday. You will be paid every other week based on hours you worked during the preceding pay period. This results in 26 pay periods per year. As a condition of employment, you are required to enroll and participate in Direct Deposit/Electronic Funds. You will receive a Leave and Earnings Statement (LES) at your home address, which provides detailed information concerning your pay, deductions and leave. These normally arrive early in the pay week. Any discrepancies in pay, deductions, or leave should be reported to the timekeeper.

The Defense Finance and Accounting Service (DFAS) *strongly encourages* use of the "myPay" web site (<https://mypay.dfas.mil/mypay.asp>) to print your Leave and Earnings Statements (LESSs). In addition, you can use the myPay web site to change the address where your LES is mailed; make state tax changes; start, stop, or change bond allotments; and download and print your W-2 forms.

To access myPay, you will need to request a PIN by following the instructions on the myPAY web site. If you encounter problems, you can obtain assistance online or you can call customer support at 1-800-390-2348, Monday through Friday between 7 a.m. and 7:30 p.m. Eastern time.

Within-Grade Increases

Your rate of pay is determined by your pay grade and step. The General Schedule (GS) salary system is divided into 15 grades, each of which has 10 steps. The Federal Wage System (FWS) – sometimes called the wage-grade (WG) or prevailing rate system has 5 steps in each grade. When you are first appointed in the Federal service, your pay is normally set at the first step of the grade. You will be advanced to the next higher step when you meet requirements for length of service and satisfactory performance as follows.

A GS employee must wait:

- 52 weeks for each increase from step 1 through step 4;
- 104 weeks for each increase from step 4 through step 7; and
- 156 weeks for each increase from step 7 through step 10

An FWS employee must wait:

- 26 weeks for advancement from step 1 to step 2;
- 78 weeks for advancement from step 2 to step 3; and
- 104 weeks for advancement to steps 4 and 5

YOUR WORK ATTENDANCE AND LEAVE

Work Schedules

Supervisors have the responsibility for establishing work schedules consistent with mission and workload requirements. Most work schedules are either full-time (40 hours per week), part-time (16 to 32 hours per week), or intermittent (irregular with no prearranged tour of duty). Changes to individual workdays and shifts may be made by the supervisor to meet mission workload and other operational requirements. Advance notice of changes to established work schedules depend on applicable bargaining unit agreements.

Alternative Work Schedules

Because the mission requirement of some organizations will allow the opportunity for employees to work a "Flexitour" or a compressed work schedule (CWS), employees interested in working an alternative work schedule may request consideration through their supervisors.

Tardiness

Your supervisor may excuse tardiness and other unavoidable or necessary absences of less than one hour, or charge the absence as annual leave. You are not required to work during any period covered by the leave. Excessive tardiness or unapproved absences will result in your being charged as Absent Without Leave (AWOL) and may result in disciplinary action being taken to correct the situation. Adjusting your work schedule can often eliminate excessive tardiness.

Part-Time

A part-time tour of duty means regularly scheduled work from 16 to 32 hours per week. Depending on the hours worked, a lunch period may be scheduled outside the hours established for the daily tour of duty.

Intermittent

An intermittent work schedule requires employees to work on an irregular basis for which there is no prearranged tour of duty.

Rest Periods

Rest periods will protect health, remove fatigue, and/or increase the quality and/or quantity of work. The periods will not exceed 15 minutes during the first four hours of continuous duty and 15 minutes during the last four hours of continuous duty. Work less than four hours will normally not entitle the employee to a rest period except in unusual cases as determined by the supervisor. Rest periods may not be a continuation of the lunch period.

Overtime

Overtime work means each hour of work in excess of eight hours in a day or forty hours in an administrative workweek that is officially ordered and approved by management. **Supervisory approval for overtime is required before it is worked.** Employees receive one and one-half times their basic hourly rate of pay not to exceed the overtime ceiling for performing authorized overtime work. Non-exempt employees under the Fair Labor Standards Act (FLSA) must receive overtime pay unless they request compensatory time off in lieu of payment.

Compensatory (Comp) Time

Compensatory (Comp) time may be authorized in lieu of payment for overtime. When requested and authorized, non-exempt employees may work and take comp time (one hour off for each hour worked) in lieu of receiving overtime pay. Exempt employees paid at the rate of GS-10/Step 10 may receive overtime pay, or may be required to take comp time. Comp time earned should be scheduled and used as soon as possible. Comp time not used within 26 pay periods of the date earned automatically converts to overtime and is paid at the employee's current overtime rate.

Leave Entitlements

Annual and sick leave are benefits to which you are entitled. Management, however, has certain options in granting their use. Some general provisions for charging leave include:

- The minimum charge for annual leave and sick leave is 15 minutes for non-bargaining unit employees of 1-hour increments for bargaining unit employees unless there is a different minimum charge through a negotiated collective bargaining agreement.
- The minimum charge for Absence Without Leave (AWOL) and Leave Without Pay (LWOP) is 15 minutes for all employees.
- Leave is charged only for absences on days when you would otherwise work. Normally it is not charged for legal holidays, official days off, or periods of scheduled overtime.

Annual Leave

Annual Leave is paid leave that is primarily used for vacations, taking care of personal business, and may be used in lieu of sick leave. The accrual rate will depend on an employee's type of appointment and years of Federal service, both civilian and creditable military service.

Full-time employees with over 15 years of service earn 26 days a year (8 hours per pay period); those with three but less than 15 years earn 20 days (6 hours per pay period, plus 4 additional hours on the last pay period); and those with less than three years earn 13 days (4 hours per pay period).

Part-time employees with 15 years or more service earn one hour of annual leave for each 10 hours in a pay status, those with three but less than 15 years earn one hour for each 13 hours in a pay status, and those with less than three years earn one hour for each 20 hours in a pay status.

Employees may accumulate and carry forward a balance of 30 days. Employees overseas may accumulate 45 days. Employees returning from overseas may retain the extra 15 days until their balance is reduced by leave usage. Upon separation, employees are entitled to lump sum payment for all annual leave credited to their account.

Except for emergencies, an employee's immediate supervisor or a designee must authorize annual leave, in advance and before it is started. An employee needing annual leave because of an emergency should make every attempt to notify their supervisor prior to the beginning of the work shift or as soon as possible thereafter.

Sick Leave

Sick leave is used when an employee is incapacitated due to illness; injury; pregnancy and confinement; and for medical, dental or optical examinations or treatment. It may also be used for providing care for family members in accordance with the provisions of the Family Friendly Leave Act, discussed below.

Authorization for sick leave, because of its nature, is not usually obtained in advance unless the employee knows about medical, dental, or optical examinations or treatment or an operation, convalescence, lengthy illness, or something similar. If sick leave is needed due to illness, the employee must contact his/her immediate supervisor, or designee, as early in the day as possible, but not later than 2 hours after the beginning of the official work day (0730 hours) to obtain authorization. Employees may be required to submit administratively acceptable evidence of illness and incapacitation for periods in excess of three workdays, or for a lesser period when determined necessary.

Full-time employees earn 13 days a year (4 hours per pay period). Part-time employees earn one hour for every 20 hours in a pay status. Sick leave may be used in ¼ hour increments.

There is no restriction on the number of hours of sick leave that may be accumulated. No lump sum payment is made when employees separate from the Federal service. However, if an employee returns to work, the sick leave is re-credited to their account. Retirees under the Civil Service Retirement System (CSRS) are entitled to time credit in the calculation of retirement annuity for all unused sick leave to their credit at the time of retirement. (This provision does not apply to Federal Employee Retirement System (FERS) employees.)

Advancing Sick Leave

Supervisors may advance sick leave to an employee who has a serious disability or disease not to exceed an amount, which would cause a deficit in excess of 30 days. However, an employee may not be advanced leave when it is known (or reasonably expected) that the employee may not return to duty.

Family Friendly Leave Act

The Family Friendly Leave Act (FFLA) allows employees to use sick leave to provide care for a family member as a result of physical or mental illness; injury; pregnancy, childbirth; or medical, dental, or optical examination or treatment; or to make arrangements necessitated by the death of a family member or attend the funeral of a family member.

Family and Medical Leave Act

To be eligible for Family and Medical Leave Act (FMLA) leave, employees must have completed at least one year of civilian service with the government. Temporary employees, serving under an appointment with a time limitation of one year or less, and intermittent employees are excluded from coverage.

Voluntary Leave Transfer Program

An employee who has been affected by a medical emergency and is facing at least 24 hours without available paid leave may apply to become a leave recipient by submitting a written request through supervisory channels.

Leave Without Pay

Leave without pay is an approved absence without pay. It may be granted at the discretion of the agency for such purposes as covering absences due to insufficient leave balances, attending to parental or other family responsibilities, education which would be of benefit to the agency, recovery from illness or disability, or protection of employee status and benefits pending action on claims for disability retirement or injury compensation. It may be granted whether or not the employees have annual or sick leave to their credit.

Generally, the effects of leave without pay vary depending on the length of absence. Extended periods of leave without pay will impact an employee's service computation date, waiting period for within-grade increases, and accumulation of annual and sick leave.

Absence Without Leave (AWOL)

Absence Without Leave (AWOL) is any absence from an employee's duty station that has not been authorized or approved by his/her supervisor. If an employee fails to request leave in advance or in accordance with directives or if the request is denied, the employee will be considered AWOL. This means no pay is received, and the employee may face a disciplinary action.

Inclement Weather Leave

Information regarding the office operations during inclement weather will be provided to the local radio and television stations. Liberal leave policies are an option during adverse weather. However, if you request leave due to adverse weather and do not come to work, leave will be charged for the entire workday. Supervisors have the responsibility and obligation to correctly account for the time you spend at work, the time permitted for excused absences, and time spent on leave.

AREA RADIO STATIONS

These stations broadcast 24 hours a day & will be notified ASAP of changes to Post Reporting procedures:

1. *KJEL-Lebanon 103.7 FM*
2. *KTTR/KZNN-Rolla 1490 AM or 99.7 FM*
3. *KJPW-Waynesville/St. Robert 102.3 FM*

These stations start broadcasting at 0500 hrs daily:

1. *KFLW-Waynesville/St. Robert 98.9 FM*
2. *KRMS-Lakes area 93.5 FM*
3. *KFBD-Waynesville/St. Robert 97.9 FM*
4. *KDAY-Rolla 97.5 FM*

HOLIDAYS

Government employees are entitled to the following holidays each year:

New Year's Day	January 1
Birthday of Martin Luther King, Jr.	3 rd Monday in January
Presidents' Day	3 rd Monday in February
Memorial Day	Last Monday in May
Independence Day	July 4
Labor Day	1 st Monday in September
Columbus Day	2 nd Monday in October
Veterans Day	November 11
Thanksgiving Day	4 th Thursday in November
Christmas Day	December 25

For employees with Monday through Friday workweeks, a holiday which falls on Saturday is observed the preceding Friday; if a holiday falls on Sunday, it is observed on the following Monday. If a part-time employee is relieved or prevented from working on a day within their scheduled tour of duty that is designated as a holiday, or is an actual holiday, the employee is entitled to holiday pay for the number of hours he/she was scheduled to work. For the exact dates of Federal holidays, see web site <http://www.opm.gov/fedhol/index.htm>.

YOUR EMPLOYEE BENEFITS AND ENTITLEMENTS

Army Benefits Center-Civilian

The Army Benefits Center-Civilian (ABC-C) located at Fort Riley, Kansas, provides automated benefits support to employees through the Employee Benefit Information System (EBIS), the Interactive Voice Response System (IVRS) and trained counselors. ABC-C automated systems give you unlimited access to your benefits and entitlements. You can receive personal counseling, process transactions and obtain general information on retirement, life insurance, health benefits, survivor benefits and the Thrift Savings Plan. ABC-C automated systems are available 21 hours a day, 7 days a week. Both systems will be unavailable from midnight to 0300 (Central Time) for systems maintenance and backup. Counselors are available from 0800 to 1700 (Central Time), Monday through Friday to assist you with complex issues regarding your benefits and entitlements.

The web site can be accessed at <https://www.abc.army.mil> or you can access IVRS by using a touch-tone telephone, toll-free at 1-877-276-9287 or 1-877 ARMY TDD (276-9833). Access to the system requires you to enter your social security number (SSN) followed by a Personal Identification Number (PIN).

Federal Employees Health Benefits

The Federal Employees Health Benefits (FEHB) program offers you your choice of a number of plans. Some plans are available to all employees nationwide while others are available to employees only with a certain area. The cost for the plan that you select is shared by both you and the Federal government and is intended to assist you and your eligible family members with expenses of illness and accident. It is a voluntary program. *However, if you do not enroll during your first opportunity, you will not be able to enroll until open season or until an eligible life event occurs permitting enrollment.* You can obtain information regarding qualifying events through the Army Benefits Center-Civilian (ABC-C) automated system under FEHB general information.

Who is Eligible to Enroll?

- All CSRS and FERS covered employees.
- Employees serving term appointment with regularly scheduled tour of duty.
- Temporary employees (only after completing one year of employment and beginning a second consecutive appointment).
- Part-time employees.

Federal Employees Group Life Insurance

As with health insurance, permanent employees with a regularly scheduled tour of duty are eligible to enroll in the Federal Employee Group Life Insurance (FEGLI) plan. Employees are automatically enrolled in Basic Life unless they waive the coverage. Basic Life is equal to annual basic pay (rounded to the next \$1,000) plus \$2,000. There is an extra benefit for employees under age 45. This extra benefit doubles the amount of life insurance payable if you are age 35 or younger. Beginning on the employee's 36th birthday, the extra benefit decreases 10% each year until at 45 there is no extra benefit. The extra benefit for employees under age 45 is provided without additional cost.

If Basic Life is chosen, employees are eligible for Option A Standard, Option B Additional, and/or Option C Family coverage. Additional options depend upon individual needs. Employees have 31 days from the date of job appointment or eligibility to elect coverage. A physical examination is not required. For additional information on FEGLI, visit www.opm.gov/insure/life/index.htm.

Federal Retirement Systems

There are two basic retirement systems for Federal employees. Most employees hired after 31 December 1983 are under the Federal Employee Retirement System (FERS), while those hired prior to that date are normally under the Civil Service Retirement System (CSRS). The CSRS is a stand-alone system, and employees do not pay Social Security tax on their civil service pay. The FERS is a supplement to Social Security, and employees pay into both systems. Eligibility for retirement and other benefits varies between programs. For additional information, you can access the website at www.opm.gov/retire/index.htm.

Thrift Savings Plan

The Thrift Savings Plan (TSP) is designed as a supplement to retirement. It is available to employees enrolled in CSRS and FERS, although differences exist between the two plans. One common feature is the investment is not taxed until withdrawn from the TSP system. Currently, under CSRS, up to 9% of an employee's salary may be invested. Currently, under FERS, employees may invest up to 14% of their salary. There are no employer contributions under CSRS; however, up to 5% of the FERS salary may be contributed by the employer to the plan. The amount depends upon the employee's contributions. For further information, visit the Thrift Savings Plan Home Page at <http://www.tsp.gov>.

Long-Term Care Insurance Program

The U.S. Office of Personnel Management (OPM) now sponsors a high-quality long-term care (LTC) insurance program for members of the Federal Family. LTC provides a wide range of supportive health services for persons who have lost the capacity for self-care due to illness or frailty. For complete information regarding the LTC insurance program, go to the LTC web site: <http://www.ltcfeds.com> or dial 1-800-LTC-FEDS (1-800-582-3337).

Compensation for On-the-Job Injury

If you are injured on the job, be sure to notify your supervisor immediately no matter how trivial the injury may seem. Your supervisor will provide Form CA-1, Federal Notice of Traumatic Injury and Claim for Continuation of Pay/Compensation, and assist in its completion. If medical treatment is required, the supervisor will issue a Form CA-16, Authorization for Examination and/or Treatment. To protect the employee's benefits, Form CA-1 must be completed within 30 days; otherwise Continuation of Pay (COP) will not be authorized. Form CA-2, Notice of Occupational Disease and Claim for Compensation, is filed when claiming an occupational disease/illness. Medical evidence must be submitted to substantiate all absences from duty for which Worker's Compensation is claimed.

PERFORMANCE EVALUATION

The Performance management process includes five phases:

1. Planning performance and assigning work;
2. Monitoring performance;
3. Developing performance;
4. Appraising performance; and
5. Rewarding performance

You should receive written performance plans within 30 days of the date you start your new job. This plan states what is expected of you during a rating period. Your supervisor will review and approve your performance plan at the beginning of each rating period and any other time expectations change significantly. Supervisors are encouraged to meet with employees periodically during the rating period to let you know how you are doing and in what areas you are exceeding your standards and in what areas you might need to improve. Your supervisor will meet with you to discuss your performance at the end of the rating period and you will receive a written evaluation of your performance. For more specific information, refer to AR 690-400, Chapter 4302, on the Internet at <http://cpol.army.mil/library>.

Rewarding Good Performance

Receiving recognition for a job well done should be an ongoing, natural part of any employee's day-to-day work experience. Everyone appreciates hearing comments from their supervisors such as "You're doing a great job!" However, employees working at Fort Leonard Wood can receive a broad range of awards for good employee performance such as cash, time off, and many non-monetary awards such as medals and certificates of achievement.

Improving Job Performance

At any time during the rating period that an employee who has completed a probationary period is determined to need improvement, the supervisor must notify the employee in writing of deficiencies and provide information on how to improve. Such assistance must be in the form of a Performance Improvement Plan (PIP) which may consist of formal training, on the job training, counseling, closer

supervision, or any other assistance deemed appropriate. An employee who fails to improve or who improves but fails to sustain the improvement for at least a year from the beginning of the PIP should be reassigned, reduced in grade, or removed.

CHANGING JOBS

During your tenure as an employee at Fort Leonard Wood, you may change jobs by request or at the direction of your supervisor. The process for the various ways of changing jobs differs. This section gives the opportunities and circumstances that exist and cause a job change and the procedures for making the change.

Internal Placement and Merit Promotion Plan

Positions covered by Fort Leonard Wood's Internal Placement and Merit Promotion Plan are filled solely on the basis of merit and fitness without regard to political, religious or labor organization affiliation or non-affiliation, marital status, race, color, sex, national origin, non-disqualifying physical handicap or age, and shall be based solely on job-related criteria.

Army Vacancy Announcements are available online at www.cpol.army.mil under "Employment" or can be obtained through the organization where you work. Announcements are open for a minimum of seven working days and will include important information such as area of consideration, qualification requirements and application procedures.

All competitive service positions are to be filled on the basis of merit with all employees provided maximum opportunity to compete for promotions. Promotions are not guaranteed.

Applying for Jobs

Many of our positions are filled using RESUMIX. To apply using RESUMIX, you must first submit your resume and supplemental data and have it on file in the RESUMIX database **prior to** submitting your "Self-nomination" for an advertised position. Resumes can be submitted at any time, but we encourage you to submit your resume as early as possible.

Submission of a resume and supplemental data alone does not entitle you to consideration for positions. You must also submit a self-nomination to indicate your interest for particular positions as vacancy announcements are published. The self-nomination procedures are outlined in Army Vacancy Announcements and in the South West Region Job Kit located at <http://cpolrhp.belvoir.army.mil/swr/> under Employment Information. Procedures to follow when completing and submitting resumes are also outlined in the job kit. Please note, however, that the preferred method for submitting your resume is by using the Army Resume Builder.

Details

A detail is the temporary assignment of an employee to a different position or set of duties for a specified period with the employee returning to his/her original position at the end of the detail. There is no formal position change; officially the employee

continues to hold the position from which detailed and keeps the *same status and pay*. Employees do not need to meet qualification standards in order to be detailed.

Priority Consideration and Placement Programs

During the recruitment process, the manager may be advised that there are individuals who are entitled to special or “priority” consideration for the vacancy. In some cases, the individual is entitled to be placed in the vacancy; in other cases the entitlement falls short of a mandated placement because the manager has other options available for filling the vacancy. The nature of the special consideration will depend upon the program involved.

Among the programs providing priority placement consideration to individuals are: The Priority Placement Program (PPP), the Reemployment Priority List (RPL) program, the Interagency Career Transition Assistance Program (ICTAP), and the Military Spouse Preference Program.

There are other circumstances in which an employee may receive priority consideration for a vacancy, such as (1) a finding that an employee or candidate did not receive fair consideration for a job due to discrimination or (2) a finding that a candidate failed to receive proper consideration for a job due to administrative errors or errors in the rating process.

In addition, a manager may have a position which is “obligated”; this means that there is an employee who has a statutory restoration right to the position based on active military service, a compensable injury, or completion of an overseas tour.

EMPLOYEE DEVELOPMENT

Training of personnel is a vital and contributive factor in the successful accomplishment of the Fort Leonard Wood mission. Training and development is afforded every employee who meets the established criteria.

Determining Training Needs

Your supervisor will provide job orientation in the form of on-the-job training following your initial appointment. Your supervisor will evaluate your efficiency, skill, productivity, and performance yearly and determine training and development needs required to keep you at your highest productive level. The needs will be discussed with you and considered as your individual development plan during your annual appraisal process.

Accomplishment of training in a given year depends upon availability of funds, course quotas, and organization workload. Your supervisor will also assist you in identifying career goals and establishing personal career plans and evaluate your training for effectiveness in achieving the objectives of your participation in the training.

Your Training Responsibilities

You have several responsibilities relating to training. You should participate in training needs surveys and preparation of your performance objectives. You should take advantage of training; and once it is completed you should apply the acquired knowledges, skills, and abilities to your work assignments. You should also assist in evaluation of training activities. In addition, you are encouraged to participate in self-development activities that supplement your on-the-job training and experience by enrolling in courses that are in accordance with your career plan. Finally, you should update your official personnel records to show completion of training.

On-The-Job Training

This type of training at the work site by supervisors or designated coworkers is utilized as the principal method for improving your skills and technical abilities, including professional, clerical, administrative, trades, crafts, and other skills training.

Off-The-Job-Training

This type of training is used when group training is more economical or conditions exist which would not permit on-the-job training, and includes group training conducted within organizations to meet organizational needs.

Correspondence Courses

Army correspondence courses are available to all employees. Enrollment is voluntary; no fee is charged for course material or instruction; and there is no mailing cost to the student. Enrollment is not regulated on a semester basis and courses can be started at any time. DA Pamphlet 35120 lists courses available and school locations. You can enroll in a correspondence course by visiting the web site <http://www.atsc.army.mil/accp/aipdnew.asp>.

Army Service Schools

The U.S. Army Formal Schools Catalog (DA Pamphlet 3514) lists courses of instruction available at U.S. Army Schools and Training Centers.

Non-Government Facilities (Colleges And Universities)

Payment of certain costs of training given by or through a non-Government facility (e.g., colleges and universities at the Truman Education Center, etc.) may be made by the initiating organization from available appropriate funds under certain circumstances, as outlined in AR 690-400(410). If you have questions regarding training, discuss opportunities with your supervisor.

Training Plan And Program

The Directorate of Common Leader Training, Professional Development Center, develops a training plan at the beginning of each fiscal year. Organizational, occupational, and individual training and developmental needs are assessed in an annual survey conducted by the Southwest CPOC and in an ongoing cycle as employee assignments and processes change. Needs identified in the assessment

are prioritized to ensure that those most critical to mission accomplishment are met.

Tuition Assistance

Tuition assistance may be funded on a non-degree, course-by-course basis when the training will improve individual and organizational performance and assist the agency in achieving mission and performance goals. Approval of tuition assistance is contingent on availability of funds. Requests for tuition assistance must be submitted at least two weeks before the class begins.

Funds may be provided for tuition, books and materials if the training is ESSENTIAL for satisfactory job performance. The tuition may be funded if the training is mission related and will ENHANCE the employee's job performance. Reimbursements for books and materials will be determined by the approval official. For further information, contact your supervisor or the Directorate of Common Leader Training (DCLT) at 563-5924. More information is available on CPOL, www.cpol.army.mil, then click on Training, then click on your area of interest.

DOD Travel Card Policy

It is the general policy of DOD that government personnel use the travel card to pay for all costs incidental to official business travel, including travel advances, lodging, transportation, rental cars, meals and other incidental expenses. *Your travel card may not be used for personal purposes.*

EMPLOYEE RESPONSIBILITIES AND CONDUCT

Federal employees are held to high standards of conduct. Some of the areas you to be aware of are:

- | | |
|--------------------------------------|----------------------------|
| - Code of Ethics | - Gifts |
| - Prohibited Personnel Practices | - Conflict of Interest |
| - Financial and Legal Obligations | - Merit Systems Principles |
| - Off-Duty Employment | - Dress and Appearance |
| - Political Activity (The Hatch Act) | |

Detailed information can be reviewed by clicking on each of the subjects listed on <http://www.cpol.army.mil/permis/12.html>

Respect for the Flag

During the ceremony of hoisting or lowering the flag and when the flag is passing in a parade or in a review, you should face the flag, stand at attention and salute. Respect will also be rendered at any time the National Anthem or "To the Colors" is played. Men salute by removing the hat with the right hand, holding it at the left shoulder with the hand over the heart. When men are without a hat, placing the right hand over the heart will make the salute. Women do not remove any hat and salute by placing the right hand over the heart.

Addressing Soldiers and Army Civilians

All military members of the United States Army are called soldiers. The term "soldier" has connotations of valor, duty, honor sacrifice; noble values of a noble profession. In conversation official documents, an individual military person is to be addressed by the title of rank and surname. Civilians should be addressed as Mr., Miss, Mrs., or Ms. and their surname.

Nepotism

Nepotism occurs when relatives are in the same chain-of-command. A management official with authority to take personnel management actions may not select a relative for a position anywhere in the organization under his/her jurisdiction or control. Also, management officials having the authority to appoint, employ, promote, or advance persons or to recommend these actions, may not advocate or recommend a relative for a position in the Department of Defense.

Use of Government Property

Army personnel have a positive duty to protect and conserve Federal property, including equipment, supplies and other property entrusted or issued to them. You cannot directly or indirectly use or allow the use of Government property for other than official approved activities (this includes property leased to the Government.)

Examples of improper use may include:

- Using Government or leased photocopy equipment for personal matters.
- Using a Government-owned, leased, or rented vehicle for non-official purposes.
- Selling commercial products in a Government building.

Local policy allows occasional personal use of government communication resources (to include government-owned and leased telephones, facsimile machines, electronic mail, and access to the Internet) when such communications:

- Do not adversely affect the performance of the employee's official duties.
- Are of short duration, and whenever possible, made before/after work, or during lunch or authorized breaks.
- Do not incur long distance tolls or other usage fees.

The following personal uses of government communications resources are permitted:

- Electronic mail that builds office morale by keeping employees informed of office activities (e.g., office parties, or status of sick employees, etc.).
- Use of computers to enhance professional competency (e.g., professional paper or course work) or to assist in job searching as a result of government downsizing.
- Limited personal telephone calls which are most reasonably made from the employee's desk, and do not result in a cost to the government (e.g., a local call, or long distance call paid for by a personal calling card, to check on family members or to schedule appointments).
- Limited personal use of the Internet (e.g., read newsmagazines, conduct brief searches, etc.).
- Limited personal use of computer printers for purposes stated in paragraphs in the first two bullets of this section when such use is nonprofit making.

- Limited use of facsimile machine to send/receive job listings in response to government downsizing.

Copying machines are not communications equipment, and are not subject to the broader authorized purposes, which this policy authorizes. Copying machines may only be used for official purposes.

These policies are punitive in nature. Violations may subject personnel to adverse administrative action and/or judicial action. Loss of, damage to, unauthorized use or destruction of Army or Department of Defense property may be subject to disciplinary action.

Information Sources:

U.S. Office of Special Counsel (OSC). OSC is an independent investigative and prosecutorial Executive branch agency. Its mission is to:

- Receive and investigate allegations of prohibited personnel practices.
- Provide secure channel for disclosure of violations of law, gross mismanagement, waste of funds, etc. (whistle blowing).
- Enforce Hatch Act (restrictions on political activity).

Inquiries about the Hatch Act and the activities of the OSC made be made to: Hatch Act Unit

U.S. Office of Special Counsel
1730 M Street, NW., Suite 201
Washington, D.C 20036-4505
(202) 653-7143 1-800-854-2824 (TDD equipped) www.osc.gov

Army Standards of Conduct Office. Inquires about ethical conduct may be made to:

Army Standards of Conduct Office (DAJA-SC)
2D439 Army Pentagon
Washington, DC 20310
(703) 697-0921

Merit Systems Protection Board (MSPB). The MSPB is an independent agency in the Executive branch that serves as the guardian of the Federal Merit Systems. The MSPB's mission is:

- Hearing and deciding employee appeals from agency actions.
- Hearing and deciding cases brought by the Office of Special Counsel involving alleged abuses of the merit systems.
- Conducting special studies of the civil service.
- Providing oversight of significant actions and regulations of the Office of Personnel Management (OPM) to determine if they are in accord with merit system principles.

Inquiries about the activities of the MSPB may be made to:

Merit Systems Protection Board
1615 M Street, NW
Washington, DC 20419
(202) 653-7200 Fax (202) 653-7130

1-800-209-8960, V/TDD (800) 877-8339
Hours: 8:30AM to 5:00PM
MSPB Hotline (800) 424-9121
www.mspb.gov

Dress and Appearance

Employees are expected to comply with reasonable dress and grooming standards based on comfort, productivity, health, safety, and type of position occupied. When clothing such as coats and ties create discomfort during hot weather and in places where cooling is minimized to conserve energy, the requirements should be modified or eliminated. Any management requirement for specific civilian dress and appearance must be based on a clear showing that the prohibited dress contributes to an unsafe, unhealthy, nonproductive, or disruptive work environment. Management disagreements with styles, modes of dress, and grooming now in fashion are not an adequate criterion for making such a determination.

Employees who wear standard uniforms (guards, firefighters, etc.) may be expected to comply with grooming and appearance standards that are more stringent than those required of other employees. These standards must be in line with job requirements and with like standards for employees in similar occupations employed by other Federal, state, or municipal governments. In establishing or making modifications to the official dress code, you must fulfill your labor relation's obligations. Contact your Civilian Personnel Advisory Center (CPAC) for guidance.

Privacy Act Program

Before releasing personal information to third parties, consider the consequences, check accuracy, and make sure that no law or directive bans disclosure. Managers and supervisors can release personal information to third parties when the subject agrees in writing. You must get written consent before releasing any of these items of information:

- Marital status.
- Number and sex of dependents.
- Home of record- city and state only.
- Home address and phone.
- Age and date of birth.

You don't need consent before releasing any of these items:

- Information releasable under the Freedom of Information Act (FOIA).
- Information for use within DoD by officials or employees with a "need to know"
- Name
- Position title and grade
- Pay (including base pay, special pay, and all allowances) and pay date
- Gross salary for civilians
- Past, present and future approved duty assignments
- Office, unit address, and duty phone number

Waste, Fraud And Abuse

Strong and effective measures will be taken against any person who is found to have engaged in theft, fraud, or other intentionally dishonest conduct against the Army. Any person who has committed such an offense may be removed from the Federal service.

To report any waste, fraud and abuse activity call the Office of Inspector General, Department of Defense Hotline, at telephone number 800-424-9098. The web site for information is www.dodig.osd.mil/hotline.

MANAGEMENT PROGRAMS AND EMPLOYEE RIGHTS

Commercial Activities

All contractors or others wishing to conduct business with Fort Leonard Wood must do so through official channels. If an individual who is seeking information regarding any contracting activity approaches you, you should refer the individual to the Directorate of Contracting.

Employee and Management Cooperation

A basic principle of management of the civilian work force is decentralized personnel management authority. Personnel management of civilian employees is the direct responsibility of the commander; however, authority for direct supervision is delegated through the chain of command to your supervisor. This delegation carries with it inherent responsibilities for planning and directing your work. Your supervisor is an important part of the management team and is expected to provide positive day-to-day leadership and establish a work environment that provides for positive employee motivation and high performance.

Remember that the responsibilities for sound management-employee relationships are shared by all parties involved. The installation recognizes its responsibilities to its employees. At the same time, you are expected to perform your assigned duties with diligence and efficiency and to cooperate with those who direct your work.

Labor-Management Relations

The Civil Service Reform Act of 1978 provides the legal foundation for the operation of the Federal labor-management relations program. Under the provisions of the program, Department of the Army employees may elect a labor organization to represent them in a bargaining unit and participate in an election vote for union representation. Also, an employee may choose to serve as a representative of the labor organization in presenting the union's views to management officials and in negotiating a collective bargaining agreement so long as there is no conflict with the duties of their official position. The CPAC has been designated as the principal point of contact for conducting business with labor organizations.

Labor Management Partnership Council

Fort Leonard Wood is fortunate to have a Labor-Management Partnership Council established in April of 1994 to meet together in a "partnership" to resolve issues affecting today's workplace.

The Council is comprised of the Chief of Staff; Garrison Commander; Director of Training; Deputy Commander for Administration, MEDDAC; Labor Relations Officer; and the Presidents from the American Federation of Government Employees; the National Association of Government Employees; and the International Association of Fire Fighters. The Council's objectives are to foster a mutual trust and respect between labor and management. Council members believe that all people want to be involved in decisions that affect them, care about their jobs, take pride in themselves and in their contributions, and want to share in the success of their efforts. The Ft. Leonard Wood Council strives to fulfill their objectives by having frequent meetings with open and frank discussions and jointly working together to design and implement changes to deliver the highest quality services to the installation.

Recognized Unions

This installation currently recognizes three labor unions as employee representatives. The National Association of Government Employees (NAGE) Local R 14-32, the American Federation of Government Employees (AFGE) Local 908, and the International Association of Fire Fighters (IAFF) Local F-108 represent certain appropriated and non-appropriated fund employees who are employed by the U.S. Army Maneuver Support and Fort Leonard Wood and covered tenant activities.

Each of these labor organizations has negotiated a collective bargaining agreement covering the employees they represent. If a conflict appears between information presented in this handbook and the policies and procedures of a negotiated agreement, the provisions of the negotiated agreement take precedence and must be observed. For more information about Fort Leonard Wood Unions, visit www.wood.army.mil/CPO/labor.htm.

Discipline

Maintaining discipline among civilian employees is extremely important. The broad objective of discipline is to prevent prohibited activities and to motivate employees to conform to acceptable standards of conduct. The most effective means of maintaining discipline is through cooperation, sustained effective working relationships and the self-discipline and responsible performance expected of mature employees.

Disciplinary actions fall into two categories: (1) informal actions involving oral admonishments and written warnings; (2) formal actions including letters of reprimand, suspensions, demotions, and removal.

Similarly, employee conduct falls into two categories: behavioral offenses for which disciplinary action aimed at correcting the behavior is appropriate, and violations of regulations or laws that require punitive sanctions. The Table of Penalties for various offenses serves as a general guide in imposing disciplinary action. The table of penalties for disciplinary actions taken at Fort Leonard Wood, is in FLW Civilian Personnel Regulation (CPR) 690-24, Disciplinary Actions, www.wood.army.mil/CPO/690-24.doc.

Employee Rights

Federal employees are entitled to submit a grievance if they are dissatisfied with any aspect of their working conditions, relationships, or employment status. An employee complaint should always be discussed first with the immediate supervisor in an attempt to resolve the problem in an informal manner.

Bargaining unit employees must submit grievances in accordance with the procedures described in the appropriate collective bargaining agreement.

Non-bargaining unit employees must submit grievances in accordance with the procedures described in FLW CPR 690-16, Grievances, www.wood.army.mil/CPO/690-16.doc.

Job Description and Position Classification

Your supervisor certifies the job description, and it lists your major duties and responsibilities and supervisory relationships. It gives the typical duties assigned to the job; therefore, it will not include every single task you will be called upon to do. Your supervisor may assign additional duties or change your duties at any time. A copy of your job description should be given to you in the first 30 days of your employment.

The position classification process is designed to assure that your job is properly classified using position classification standards published by the Office of Personnel Management (OPM).

Classification of a position is objective and is not affected by length of service, diligence, overtime, personality, or financial need. The nature, variety, and range of work; knowledge, skill and ability required; work environment and physical demands affect the classification.

If you believe that your job has been improperly classified, you have the right to appeal the classification of it. The first step in a classification complaint is to try to resolve the complaint with your supervisor. The supervisor will determine the accuracy of your position description and make a determination about your complaint. If you are satisfied with your supervisor's explanation, the case will be closed. If not, you may file an appeal. Your supervisor will provide you with procedures for an appeal.

Equal Employment Opportunity Policy

The installation is an equal opportunity employer and applies the basic principles of equal opportunity in all aspects of the civilian personnel program. Employment as well as activities, facilities, services, training programs, recognition, and promotion are made available without segregation or discrimination based on race, color, religion, sex, age, national origin, or handicapping condition.

Prevention of Sexual Harassment (POSH)

Sexual harassment is unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature. Implicit or explicit coercive sexual behavior to control, influence, or affect the career, salary, or job of an employee is engaging in sexual harassment. It is a form of employee misconduct that may create an unproductive or offensive working environment, thereby undermining the integrity of employee working relationships. Sexual harassment is a prohibited personnel practice when it results in discrimination for or against an employee on the basis of conduct not related to performance. Prevention is the best tool for elimination of sexual harassment. Mandatory POSH training is conducted annually.

Equal Opportunity Program

If you feel that you have received discriminatory treatment, you may file a complaint without fear of restraint, interference, coercion, discrimination, or reprisal. You will be given official time for receiving counseling and presenting and processing complaints. You have a right to be accompanied, represented and advised by a representative of your choice who will be given the same rights.

In order to file a complaint, you should contact an EOP counselor within thirty calendar days from the matter of incident that caused you to believe you have been discriminated against. If the complaint arises as a result of a personnel action, the complaint must be initiated within thirty days of its effective date. The Equal Opportunity Program (EOP) office is located in the Building 315. For more information, see web sites www.wood.army.mil/eop and www.eeoc.gov.

SEPARATIONS

Separations are of two types, voluntary and involuntary. The employee initiates voluntary separations, whereas management officials initiate involuntary separations. Involuntary separations can occur as a result of a disciplinary action against an employee. The established procedures for separation actions are set forth below. Additional information about involuntary separations can be found in the section Management Programs and Employees Rights under 'Discipline' or by contacting your CPAC advisor.

Certain procedures must be followed if you decide to end your employment at Fort Leonard Wood. A three-week notice of resignation (one week for temporary employees) is required to ensure adequate time for securing a replacement. With the approval of the CPAC Director and your supervisor advance notice may be waived. You, the employee, determine the effective date of a resignation or voluntary separation.

If it becomes necessary for you to resign your position, you should immediately notify your supervisor. At that time, you will be instructed where to sign your resignation and obtain the proper form(s) for necessary clearance prior to your departure. *Prior to your last day, report to the CPAC for final processing, at which*

time you will be furnished information regarding leave, final pay, bonds, insurance, unemployment compensation, etc. All questions should be directed to your supervisor, your organization personnel coordinator or the CPAC.

Resignations and Other Voluntary Separations

You must notify your supervisor orally or in writing of your intent to separate from employment. Your supervisor will notify the CPAC. *You are also required to obtain a clearance packet and complete the required out processing procedures.*

Career or career-conditional employees and excepted service employees with competitive status who resign to accompany their Department of the Army civilian or military sponsor on permanent change of station moves may request leave without pay for up to one year to extend the effective date of resignation. The leave without pay allows time to seek other Federal employment. The leave may be extended upon request if in the best interest of the Army.

Withdrawal of Resignation

Any request for withdrawal of a resignation must be in writing. The request should be addressed to your immediate supervisor and should give reasons for the withdrawal of the resignation. The decision to accept or reject the resignation will be made jointly by your supervisor and the CPAC Director. You will be furnished a written decision by the supervisor before the effective date of the resignation. You may not be allowed to withdraw a resignation if the position has been filled, abolished, or is scheduled to be abolished.

Failure to Report to Work

If you are a temporary employee and fail to report to work as scheduled, you may be terminated immediately upon written notification. If your appointment is not time limited and you fail to report to work, you will be carried on the time and attendance record in an absent without leave status. Your supervisor will attempt to contact you in order to determine your intentions. If your intentions cannot be determined after ten calendar days, your supervisor may propose that you be separated for absence without approved leave. Your separation action will be processed and mailed to your last known address. If, after being separated, you wish to return to duty, you should consult with the CPAC staff to determine your rights and job protection procedures.

Transfer to Another Federal Agency

A resignation is not required when leaving to accept a position with another Federal agency without a break in service. Upon notice from another Federal agency of your employment, your transfer will be processed. Contact your CPAC advisor for information concerning your re-employment rights and entitlements.

Reduction-in-force (RIF)

A reduction-in-force occurs when a lack of work or funds, reorganization, reclassification due to a change of duties, or the need to make a place for a person exercising reemployment or restoration rights causes an employee to be released from his/her competitive level by separation, demotion, furlough or reassignment of

an employee. Management officials and supervisors decide when reductions in personnel must be made and which positions must be eliminated. The CPOC conducts the RIF once these decisions have been made. RIF regulation procedures are set up under law so that the actions will be completed in an orderly, consistent manner. Detailed RIF information about RIF at Fort Leonard Wood is available on the CPAC web site <http://www.wood.army.mil/CPO/>.

Retirement

There are basically four different types of retirement options for employees: Optional Retirement, Voluntary Early Retirement, Discontinued Service Retirement and Disability Retirement. Each has its own eligibility requirements and rules. There is a wealth of information available on the web. One good source of information for prospective retirees is at www.cpol.army.mil/permis/2retire.html. The U.S. Office of Personnel Management (OPM) also provides numerous Benefits Administration publications that can be downloaded from www.opm.gov/asd/htm/pub.htm. And, as previously mentioned, you can receive valuable information and assistance concerning retirement through the Army Benefits Center-Civilian (ABC-C) at <https://www.abc.army.mil> as well as downloading all the forms required for a Civil Service Retirement System (CSRS) or Federal Employees Retirement System (FERS) to include disability, military and other miscellaneous forms.

Once you have decided on the date for your retirement, you should notify your supervisor and request that your organizational civilian coordinator initiate a Request for Personnel Action (RPA) to be forwarded to the ABC-C for processing approximately 90 days prior to the proposed effective date.

On your last day, you will need to report to the CPAC for final processing, at which time you will be furnished information regarding your benefits and entitlements. Any questions should be directed to your supervisor, your organization personnel coordinator or the CPAC.

INTERNET SITES

<u>Organization/Service</u>	<u>Address</u>
American Federation of Government Employees	www.afge.org
Army Benefits Center-Civilian	https://www.abc.army.mil
Army Civilian Personnel On Line	www.cpol.army.mil
Army Homepage	www.army.mil
Civilian Personnel Advisory Center (CPAC) Home Page	http://www.wood.army.mil/CPO/
Code of Federal Regulations (Law)	www.access.gpo.gov/nara/cfr
Department of Veterans Affairs	www.va.gov
DoD Civilian Personnel Management Service (CPMS)	www.cpms.osd.mil
Federal Employee's Survival Guide	safety.net.doleta.gov
Fort Leonard Wood Home Page	www.wood.army.mil
Job Information (OPM)	www.usajobs.opm.gov
Joint Travel Regs	www.dtic.mil/perdiem/jtr.html
National Association of Government Employees	www.nage.org
Office of Personnel Management	www.opm.gov
Office of Workers Compensation Programs (OWCP)	http://www.dol.gov/dol/esa/owcp_org.htm
PERMISS (Click on Reference, then PERMISS)	www.cpol.army.mil
Southwest Civilian Personnel Operations Center (CPOC) (Click on Links, then Regional Homepages)	www.cpol.army.mil
Thrift Savings Plan	www.tsp.gov
U.S. Department of Labor	www.dol.gov
U.S. Equal Employment Opportunity Commission	www.eeoc.gov